

**DEPARTMENT OF THE NAVY**  
**BUREAU OF NAVAL PERSONNEL**  
**WASHINGTON, D.C. 20370-5000**

IN REPLY REFER TO

BUPERSINST 4650.19  
Pers-021  
30 AUG 1995

BUPERS INSTRUCTION 4650.19

From: Chief of Naval Personnel

Subj: TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL MANAGEMENT CONTROL

Ref: (a) OPNAVINST 4650.11F  
(b) Joint Travel Regulations (JTR), Volume 2 (civilians)  
(c) DODINST 4515.14D of 5 December 1989  
(d) OPNAVINST 5050.24E  
(e) Joint Federal Travel Regulations (JFTR), Volume 1  
(military)  
(f) Navy Travel Instructions (NTI) NAVSO P-1549  
(g) Enlisted Transfer Manual (TRANSMAN) NAVPERS 15909C  
(h) Officer Transfer Manual NAVPERS 15559  
(i) BUPERSINST 11103.1D  
(j) NAVCOMPTNOTE 7300 dtd 29 Nov 93  
(k) BUPERSINST 1320.6E  
(l) NAVCOMPTINST 4600.2B

Encl: (1) TEMADD Travel Authorization Procedures  
(2) Traveler Information Handbook  
(3) Instructions for Completing the NAVPERS 1320/16,  
TEMADD Travel Order and Sample NAVPERS 1320/16  
(4) Instructions for Completing the DD 1610, Request and  
Authorization for TDY Travel of DOD Personnel and  
Sample DD 1610  
(5) Procedures for Daily Travel Within the National  
Capital Region (NCR) with Sample SF 1164, Claim for  
Reimbursement for Expenditures on Official Business  
(6) Travel Claim Procedures and Sample DD 1351-2 (6 Part),  
Travel Voucher or Sub-voucher  
(7) Instructions for Completing a Cite Letter.  
(8) Sample Cite Letter and NATO Travel Order

1. Purpose. To provide guidance following references (a) through (1) to Bureau of Naval Personnel (BUPERS) military personnel and civilian employees involved in the administration (approval, order writing, payment and accounting) and/or performance of Temporary Additional Duty (TEMADD) travel or travel within the National Capital Region. This instruction is a complete revision and should be reviewed in its entirety.

BUPERSINST 4650.19  
30 AUG 1995

2. Cancellation. NAVMILPERSCOMINST 4650.3B.

3. Delineation of Responsibilities

a. Travel funding ceilings are assigned to divisions/program managers at the beginning of the fiscal year. Division/program managers will maintain memorandum logs and files to track travel funds. **Quarterly targets may not be exceeded.** If additional funds are required, forward a memo justifying the requirement to Pers-02 via Pers-021 for approval.

b. TEMADD travel orders will be prepared by the division to which the traveler is attached. Civilians will use DD 1610, Request and Authorization for TDY Travel of DOD Personnel, and military personnel will use NAVPERS 1320/16 (Rev 11-87), Temporary Additional Duty (TEMADD) Travel Order. The orders will be forwarded with the department director's approval to Pers-021 for verification of accounting citation, funding availability, and final processing. All travel orders for BUPERS headquarters personnel must be signed by Chief Of Naval Personnel (CHNAVPERS) or the designated representative. The designated representatives are as follows:

(1) Director, Career Progression Department (Pers-2) for orders for Temporary Disability Retired List (TDRL) physical and Reserve Short Tours.

(2) ACNP for Distribution (Pers-4) for Officer Selection Board orders and detailing trips provided that procedures outlined in paragraphs 3(c) and 4(b) are followed.

(3) Director/Comptroller, Resources Management Office (Pers-02) for all other orders. All requests for Flag Officer and Senior Executive Service (SES) travel, citing CHNAVPERS miscellaneous travel funds, must be approved by Deputy Chief Of Naval Personnel (DEPCHNAVPERS). Orders may be signed by the designated representative, Pers-02, after the travel is approved.

c. All travel requests for personnel assigned to CNP headquarters, as well as any travel authorization for personnel outside the Command citing CHNAVPERS accounting data including (O&M,N,O&M,NR, OPN, RDT&E,N,BRAC, etc.) and reimbursable funds must be submitted to Pers-02 via Pers-021 before release.

4. BUPERS Travel Management Program

a. Policy. It is Department of Navy (DON) and CNP policy that official travel be limited to essential requirements to effectively and efficiently carry out the mission of BUPERS. Travel meeting this

criteria will be performed by the most economical means available, by the minimum number of personnel, and for the minimum time consistent with the requirements of the mission to be accomplished. Travel administrators shall address both cost avoidance, through elimination of unnecessary travel and cost reduction through efficient performance of travel.

b. Procedures. All orders will be forwarded to Pers-021 at least 10 working days prior to the planned travel commencement date via the department/division travel coordinator. Orders not received in Pers-021 at least 10 working days prior to the planned travel commencement date must include a memorandum explaining why the 10-day deadline was not met. This memorandum must be signed by the person directing the travel. Selection Board orders will be released only upon clearance by Pers-02 via Pers-021 of either the actual travel orders or a memorandum stating the title of the board, the number of board members, estimated travel and per diem costs, and the anticipated meeting dates. After final approval, Pers-021 will forward the travel orders (as necessary) to the Personnel Support Detachment (PSD), Crystal City, for preparation of Transportation Requests (TRs) and/or travel advances. For non-frequent travelers, only the Pers-02 courier may pick up travel orders at PSD Crystal City.

c. Required Justifications. All justifications must be in writing and accompany the travel order. Justifications must reflect why the action is advantageous to the BUPERS.

(1) No more than one person will travel on a given mission except in the case of detailer and CHNAVPERS/BUPERS Inspector General (IG) trips. Requests for exceptions will be submitted to CHNAVPERS for approval via a concise memorandum justifying the need for more than one traveler. All travel will be done with the minimum number of travelers needed to accomplish the mission. Pers-02 is delegated authority to sign for CHNAVPERS in these instances.

(2) Use of privately owned conveyances (POCs) is authorized as advantageous to the government in all cases when traveling to Norfolk or Philadelphia and closer locations. No justification is required. Use of POC's as advantageous to the government to locations farther than Norfolk and Philadelphia must be sufficiently justified.

(3) Rental cars at TEMADD locations will be authorized for official use only when necessary for successful mission completion. For group travel, each rental car will be used by the maximum number of persons practical.

BUPERSINST 4650.19  
30 AUG 1995

Justification for rental car use will be forwarded to CHNAVPERS via memorandum. Pers-02 has been delegated approval authority for CHNAVPERS in these instances. When authorized a rental car, select the smallest size vehicle that will meet mission requirements. No rental cars are authorized for personnel coming to the National Capital Region.

(4) Overseas and Foreign Travel. Overseas and foreign travel must be justified as "mission essential" and should be limited to urgent matters that cannot be accomplished by other means. Submit travel requests for travel outside the 48 contiguous United States citing CHNAVPERS/BUPERS O&M,N or O&M,NR funds to DEPCHNAVPERS for approval. The Comptroller is delegated approval authority. Plan overseas travel to coincide with scheduled Military Airlift Command (MAC) flights to the maximum extent possible to allow the use of the more economical MAC fares. Obtain MAC schedules and fares from the Navy Passenger Transportation Office (NAVPTO), Washington, DC, at (703) 607-2094. Reference (a) provides the policy and procedures for official travel clearances to military and civilian installations, activities, and units outside the continental United States (CONUS).

(5) Adequate justification must accompany any orders stating that the use of government quarters and/or messing would adversely affect mission accomplishment.

d. Travel Claims. Travel claims must be submitted to PSD Crystal City within 5 calendar days of travel completion.

5. Action. Enclosure (1) contains procedural guidance for the administration of BUPERS-funded travel. Enclosure (2) provides information and instructions for travelers; order writing officials must insure travelers are briefed on their responsibilities prior to departure on TEMADD. Enclosures (3) and (4) provide detailed instructions for preparing military and civilian TEMADD travel orders. Enclosure (5) provides detailed information on daily travel within the National Capital Region. Enclosure (6) provides information on TEMADD travel claim preparation. Enclosure (7) provides instruction for use of a cite letter. Enclosure (8) provides a sample NATO order.

6. Forms Availability The forms listed below are available from the Bureau of Naval Personnel (Pers-016):

DD 1351-2 (6 Part) (JUN 78), Travel Voucher or Sub voucher (S/N 0102-LF-013-2803)

DD 1610 (JUN 67), Request and Authorized for TDY Travel of DOD Personnel (S/N 0102-LF-016-7702)

BUPERSINST 4650.19  
30 AUG 1995

NAVPERS 1320/16 (Rev. 11-87), TEMADD Travel Order (S/N 0106-LF-013-2081)

DD 1556 (JUN 78), Request, Authorization, Agreement, Certification of Training and Reimbursement (S/N 0102-LF-001-5561)

b. The forms listed below are available from the Bureau of Naval Personnel (Pers-021).

SF 1164 (Rev. 11-77), Request for Reimbursement for Expenditures on Official Business (S/N 0104-LF-800-0077)

NAVSO 4650/10 (Rev. 8-72), Invitational Travel Orders (S/N 0104-LF-903-6312)

NAVCOMPT 2277 (Rev. 2-81), Voucher for Disbursement and/or Collection (S/N 0104-LF-702-2770)

Distribution:

BUPERS LIST

- 1A Chief, Special Assistants, Staff Office Directors Assistant Chiefs
- 1B Division Directors, Staff Office Directors, and Special Assistants to ACNPs
- 2A Branch Heads, Staff Office Heads and Special Assistants to Division Directors
- 2B Section and Unit Heads

Stocked: BUPERS (Pers-021) (30 copies)

TEMADD TRAVEL AUTHORIZATION PROCEDURES

1. Types of Temporary Travel:

a. Temporary Additional Duty (TEMADD). When a member is temporarily detached from the permanent duty station (PDS) to perform duty at another location, either within or outside the continental United States. Upon completion of TEMADD, the member returns to the PDS and resumes regularly assigned duties.

b. Invitational Travel Orders (ITOs). The term applies to travel which may be authorized for persons who are not federal government employees or members of the uniformed services when they are acting in a capacity that is directly related to, or in connection with, official activities of the Department of Defense (DOD). Reference (b), paragraphs C3106 and C6000 through C6003, sets forth: (1) the circumstances under which orders of this type may, and may not, be issued; (2) the travel entitlement of persons performing this travel; (3) the modes of transportation the traveler is authorized to use, and (4) a sample order. ITO's for the Navy are issued using NAVSO form 4650/10. **Individuals receiving ITO's may not be paid a travel advance**. However, partial payments of accrued entitlement may be made in the case of prolonged periods of travel. ITOs submitted to Pers-021 for processing must have the same division/department level approvals as all other BUPERS funded TEMADD orders. Additionally, when the ITO package is forwarded to Pers-021 for processing, it must include a memorandum that states the reason for the travel, the benefit to the Navy, and why a non-government employee must perform the travel. The ITO will be signed by Pers-02.

c. Travel within the National Capital Region (NCR). The National Capital Region (NCR), as defined in reference (c), includes the District of Columbia; Montgomery, Prince George's Anne Arundel, Baltimore, Charles, Calvert, Howard, Frederick, St. Mary's, and Washington Counties in Maryland; Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpeper, Orange, Stafford, Spotsylvania, King George, and Clarke Counties in Virginia; the cities of Alexandria, Fairfax, Fall Church, and Fredericksburg in Virginia; Adams County in Pennsylvania; the City of Baltimore in Maryland; and all cities existing within these geographic boundaries. Travel within this area that can be accomplished on a daily basis shall not be ordered via a DD 1610, Request and Authorization for TDY Travel of DOD Personnel, or NAVPERS 1320/16, TEMADD Travel Order. Instead, the member shall perform the travel based on verbal orders or divisional/departmental memorandum from competent authority and then request reimbursement. Enclosure (5) provides detailed information relating to daily travel within the NCR. **Reimbursement will only be authorized for travel costs in excess of a person's normal commute cost**. Travel within the NCR that requires remaining overnight at the

BUPERSINSST 4650.19  
30 AUG 1995

temporary duty site must be justified via memorandum to the BUPERS Comptroller; if approved, TEMADD orders shall be prepared by the requesting division as shown in enclosures (3) and (4).

d. TEMADD "No Cost" (Permissive) Travel Authorizations. BUPERS shall not direct its employees to perform official travel without furnishing or providing for reimbursement for necessary transportation and travel allowances or without wording the orders so as to provide for reimbursement of transportation expenses. On certain occasions, however, travel may be desirable from the Navy's viewpoint but not sufficiently necessary to warrant the expenditure of limited travel funds. Under these circumstances, BUPERS may write an authorization permitting, as distinguished from directing, the employee concerned to travel at no expense to the government. The travel authorization must contain the following:

(1) A statement in block 21 (for military) or block 16 (for civilians) reading: "This authorization is issued with the understanding that you will not be entitled to reimbursement for transportation, per diem or miscellaneous expenses in connection therewith. In case you do not desire to personally bear this expense, you will consider this authorization cancelled." The traveler must sign this statement. Condensed versions of the above statement, e.g., "No cost to the Government" or similar abbreviated phraseology will not be accepted. Claims of individuals whose orders do not include the complete, unabbreviated statement set forth above may subsequently be determined to be improper for payment regardless of the order writer's intent.

2. Criteria for Travel. The following criteria must be indicated on all travel authorizations:

a. Mission Essential. Travel necessary to carry out a basic mission objective. Prior to approving travel fitting this definition, alternatives such as correspondence, tele-conferencing or combining trips to the same area in order to accomplish multiple purposes must be considered. Once the necessity for the travel has been established, the approving official must ensure the number of personnel authorized to travel and the duration of the travel is held to an absolute minimum consistent with the nature and urgency of the mission to be performed.

b. Administrative. Travel which could be cancelled without directly impacting the essential or critical mission objectives of BUPERS or which could be achieved by alternate means. Examples of administrative travel are coordination visits between activities or training courses not specifically required for job performance. Travel meeting this definition must be held to a minimum.

c. Conferences, Workshops, Seminars, Symposia and Similar Events

(1) Keep the scheduling of conferences involving the expenditure of any TEMADD funds (BUPERS or others) by the divisions and offices of BUPERS to a minimum. Conferences are not appropriate if the subject matter can be transmitted by directive, information bulletin, or telephone. Review carefully the proposal to ensure the objective and anticipated results justify the expenditure of man-hours and TEMADD funds. The following policy and procedures apply when scheduling conferences:

(a) Per reference (d), all conference requests will include answers to the following questions:

1. How does the proposed conference relate to the accomplishment of the assigned mission?

2. What is the objective of the conference? Is the objective clear and obtainable?

3. Is a conference the only or most cost-effective means of accomplishing the desired objective? Have all less costly alternatives been thoroughly explored? Are teleconferencing facilities available to obviate the need for expenditure of TAD funds?

4. Has CNO policy regarding balanced representation been taken into account in terms of points of view and professional expertise represented as well as opportunities for professional development through participation?

5. Will the anticipated results justify the direct costs in man-hours and TEMADD funds?

6. Does the decision regarding site selection, attendees, and meeting dates take into account associated resource costs?

7. What activities are expected to send representatives? What is the total number of attendees? Is there compelling rationale for multiple attendees from a single activity?

8. What is estimated total Navy TAD cost associated with the proposed conference?

9. Have efforts been made to minimize TAD costs through use of Morale, Welfare, and Recreation Department facilities (i.e., conference space and logistical support), and Bachelor Quarters (BOQs/BEQs)?



BUPERSINSST 4650.19  
30 AUG 1995

10. For recurring conferences: has the original requirement for the conference been reconfirmed?

11. If classified material is to be discussed, has the command security manager been advised

12. Will the conference include any nonfederal participants or attendees?

(b) All conferences sponsored by BUPERS shall have prior written approval of BUPERS/DEPCHNAVPER.

(c) BUPERS/DEPCHNAVPER will personally release the announcement of each conference.

(d) Requesting officials shall maintain records of approval and be prepared to provide reports upon request from higher authority.

(2) Events of this nature sponsored by commercial firms, consultants, or industrial associations which are conducted outside the NCR or which charge registration fees of more than \$10 per day of attendance shall generally not be participated in by BUPERS military or civilian personnel.

(3) If there is a requirement for conference space within the NCR, submit a justification via memorandum to Pers-01. If approved, space arrangements will be made by Pers-016.

d. Symposiums. There has been a proliferation of symposia which is costly to the Navy in terms of lost time on the job, funding attendees, and in reimbursing contractor's expenses through their overhead accounts under government contracts. Excessive attendance at these meetings is also a burden upon senior personnel of both the Navy and contractors and in many cases is significantly detracting from the participants' primary duties. Clearly, many symposia have merit and benefit government programs--the challenge is to selectively participate in only those of direct benefit and to minimize the cost of those selected.

e. Training. All requests (military and civilian) to attend training or conferences, meetings, seminars (for training) must be forwarded to Pers-015 for approval via a DD 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. If attendance at the training/conference would require overnight travel within the NCR or travel outside the NCR, then properly prepared TEMADD travel orders must be forwarded to Pers-015 along with the training request. After approval of the training request, the entire package will be forwarded to Pers-021 for processing of the

travel orders and final approval of the training request by the comptroller. The traveler is responsible for including all required travel order justifications and meeting Pers-021 processing deadlines.

f. Advance Fees for Training. When a DD-1556 will not be accepted by the vendor as payment, a cash advance can be obtained from disbursing.

(1) When the training fee is less than \$100 and the training site is outside the NCR, the fee may be included on the travel orders as a 100% advanceable miscellaneous expense. When the training fee is less than \$100, within the NCR and approved on a DD 1556, the individual will normally pay the fee out of pocket and request reimbursement utilizing the SF-1164. When this would entail financial hardship to the individual, a training fee advance may be authorized utilizing the procedures for training fees in excess of \$100 (see paragraph 2).

(2) When the training fee is in excess of \$100, an advance may be drawn utilizing the NC 2277. On the NC 2277, block numbers 1, 2, 3, 6, 8, 9C, 13A-K and 16 must be completed. In block 1, "disb." should be checked. Blocks 2 and 3 are self-explanatory. In block 6, use "Bureau of Naval Personnel, Washington, DC 20370" and in block 8 "Disbursing Officer, PSD Crystal City, Arlington Va. Navy Annex". Block 9C should include the trainee's name, grade, course title, and identify a "make check payable to" name, i.e., the contractor. Blocks 9F and 13 A-K are self-explanatory. In block 16, type the comptroller's name in the "by" section and the word "comptroller" in the "title" section. The NC 2277 is then forwarded, along with the DD 1556 approved by Pers-015, to Pers-021 for processing.

### 3. Preparation of Travel Orders

a. Travel orders shall be prepared following references (e) through (h) as shown in enclosures (3) and (4).

b. All temporary duty sites as well as the dates to be spent at each site will be reflected in the orders. Any periods of annual leave will be clearly indicated. If TEMADD is to be performed at or on a government installation, that fact will be stated in the orders. Orders will not direct a more costly mode of transportation, nor be written in an attempt to circumvent use of the most economical means of transportation or DOD/Navy policy on the use of government or government-procured transportation or utilization of government quarters.

BUPERSINSST 4650.19  
30 AUG 1995

c. Cost Estimates

(1) Per Diem. Based on the location of TEMADD and the availability of government quarters and messing.

(a) Government Messing. For purposes of computing advances, officers and civilian employees do not need a government messing non-availability statement since these facilities are rarely available to them. In cases where it is known in advance that a government mess will be available to an officer or will be used by a civilian employee, the subsistence portion of per diem will be excluded in computing the advance. However, without a statement to the contrary, government messing for enlisted personnel will be considered available with charge when computing advances. When enlisted members travel, a deduction for their Basic Allowance for Subsistence (BAS) will be made from their per diem. The current deductions are listed in reference (e). All military personnel performing TEMADD at a military installation are required to obtain an endorsement as to the availability/non-availability of government messing from the cognizant authority at the TEMADD point. Failure to obtain this endorsement will result in reimbursement being computed on the basis that government mess was available unless a statement of impracticability or an adverse effect statement was included in the orders.

(b) Government Quarters. Government quarters are to be used by all travelers to the maximum extent possible. Reference (i) lists all Navy Bachelor Officer/Enlisted Quarters (BOQ/BEQ), indicates adequate/inadequate designation, and lists the amount of service charge and telephone numbers for making reservations.

This instruction should be utilized routinely when making arrangements for travel. Upon receipt of requests for space reservations, BOQ/BEQ facilities will either provide confirmed reservations or a certificate of non-availability (CNA) via mail or fax. If available, the CNA should be attached to the travel orders, otherwise, type the CNA number in block 21 of the travel order. Travelers then need not check in for endorsement at TEMADD site. BOQ/BEQ facilities of other DOD components must be utilized when Navy facilities are not available. Additionally, Navy Lodges are considered government quarters, assuming there is no space available in the BOQ/BEQ. When ordered to a city vice a Naval facility, BOQ/BEQ facilities must be utilized if within 30 minutes of the TEMADD site during rush hour. Statements that "Utilization of government quarters would adversely affect the performance of the mission" shall not be made on the orders as an expedient or as a convenience to the traveler. Order-writing departments must ensure locally maintained records contain documentation to support such statements cited on travel orders for

audit purposes. Civilian employees whose duties require official travel in excess of 50 percent of the employee's administrative work week during the current fiscal year are exempted from the requirement to use government quarters per paragraph C1055-1 of reference (b); this status must be annotated on the travel orders.

(2) Transportation. Air travel reservations must be made by calling the Navy Passenger Transportation Office (NAVPTO) at (703) 607-2094 for CONUS travel and (703) 607-0457 for overseas travel as soon as the traveler's name, destination, approximate departure and return time and date are known. The person making the reservations must have the traveler's business and/or home phone and BUPERS code available. All travel orders using air transportation will cite the appropriate item number or carry the following statement: "Use of GTR directed. Transportation arranged through NAVPTO using most economical fare that meets the requirements of the orders." GSA contract flights must be used if they are available and meet mission requirements as determined by the NAVPTO. After receipt of tickets from NAVPTO, the tickets may not be exchanged for tickets on another airline because of personal preference or convenience.

(3) Rental Cars. Reservations for rental cars must be made by calling PSD Crystal City at (703) 607-2094. The size car requested must be consistent with the number of people using it. The person making the reservation must know the size car required, the number of days the car will be needed, and the names of all persons authorized to drive the vehicle. All authorized drivers will be listed on the travel order of the primary driver/renter.

(4) Miscellaneous. Will include transportation to/from airports, registration fees (if not paid through training/program funds), car rentals, mileage allowance if traveling by POC, and cost of rail/bus fares if under \$100 (NAVPTO will not issue a GTR unless the cost exceeds \$100). When miscellaneous cost estimates exceed \$50, cost data must be itemized in the Comments/Remarks block of NAVPERS 1320/16, Temporary Additional Duty (TEMADD) Travel Order, or DD 1610, Request and Authorization for TDY Travel of DOD Personnel. For example, if the Miscellaneous costs are \$175, the entry in the remarks block might read "Misc Exp: Rental Car \$150, Taxi to/from airport \$25."

(5) Advances. Payment of a travel advance may be authorized for the purpose of substantially defraying the estimated out-of-pocket expenses. If the traveler requests an advance, the cost estimates will be used to compute the amount to be authorized. Travel advances are not, however, normally authorized for amounts less than \$50. Exceptions can be made in hardship cases. Advances may be made in only 30 day increments.

BUPERSINSST 4650.19  
30 AUG 1995

(6) Advance Computations

(a) For non-frequent travellers, add the estimates for per diem and miscellaneous expense and multiply by 80 percent. This amount should be annotated on the travel orders with the statement "authorized to draw advance at a Personnel Support Detachment (i.e., PSD)."

(b) For frequent travellers, defined as individuals expected to travel two or more times within the next year, advances are limited to 100% of the Meals and Incidentals (M&IE) portion of per diem and all non-chargeable miscellaneous expenses, such as privately owned conveyance (POC) mileage and taxi fares. This amount should be annotated on the travel orders along with the statement "authorized to draw advance at an Automatic Teller Machine (i.e., ATM) utilizing the government American Express charge card (i.e., AMEX card)." Travel advances for frequent travellers are drawn in accordance with reference (j). Frequent travellers may draw an advance up to the amount authorized on the orders from one of the more than 69,000 ATM machines under 68 separate ATM networks that accept AMEX cards. The ATM service charge, currently 2.75% of the amount drawn, is a reimbursable expense and should be itemized on the travel claim DD 1351-2. Frequent travellers may draw an advance at a Personnel Support Detachment on an exception basis if properly justified and approved by Pers-02.

d. Other required statements to be cited on travel orders are listed in enclosures (4) and (5).

4. NATO Supplemental Travel Orders. Per agreements with the North Atlantic Treaty Organization (NATO), supplemental travel orders will be prepared and attached to each order requiring travel to, from, or within a NATO country (except the United States). The NATO order is to be written in both English and French. NATO countries are:

Belgium	Greece	Norway	United Kingdom
Denmark	Italy	Portugal *	United States
France	Netherlands	Spain	Iceland
Germany	Canada	Luxembourg	Turkey

\*Since Portugal does not accept facsimile signatures on supplemental travel orders, pen-and-ink signatures are required for both the order and the supplemental travel order when traveling in Portugal. Reference (k) contains instructions and format for preparing NATO travel orders. Additionally, enclosure (8) contains a sample NATO order.

5. Local Transportation. Request transportation at the TEMADD site from the host command. When government transportation is unavailable, use public transportation. Use taxicabs and rental cars only when other means will not meet mission requirements. The use of taxicabs, rental cars, or other forms of special conveyance must be justified in writing as "advantageous to the government."

6. TEMADD travel orders automatically expire when the traveler returns to the permanent duty station. Within 5 days after travel is completed, the traveler must submit the DD 1351-2, Travel Voucher or Sub-voucher, lodging, and other required receipts for reimbursement of all expenses incurred during the TEMADD travel. Travel orders must be used within 10 days of the proceed time listed on the orders for military travelers and within 7 days for civilian travelers. If travel is postponed beyond this period, the orders must be amended to reflect a new proceed date or cancelled and reissued for later travel. If travel is not performed, return the original order along with any ticket and travel advance issued to Pers-021.

7. Waste, Fraud, and Abuse

a. Official travel has and continues to receive high levels of visibility due to its vulnerability to waste, fraud, and abuse. Official travel is not an opportunity to indulge in personal excesses at the taxpayers' expense: Only reasonable expenses will be approved for reimbursement, and excess costs will be at personal expense. Generally, travelers (both military and civilian) should be guided by the prudent traveler rule contained in paragraph C1058 of reference (b) and paragraph U2010 of reference (e) which requires travelers to exercise the same care and regard in incurring expenses in accomplishing a mission that a prudent person would exercise if traveling on personal business. The filing of a fraudulent travel claim is punishable under Title 18, United States Code 287 and appropriate punishments are prescribed in the Uniform Code of Military Justice (UCMJ) and Chapters 751 and 752 of the Federal Personnel Manual (FPM).

b. The General Accounting Office (GAO) has consistently ruled travel expense reimbursement shall be limited to actual and necessary expenses incurred in the conduct of official business. Additionally, GAO has held the employing agency (i.e., the claimant's commanding officer) responsible for determining necessary and reasonable expense that may be reimbursed.

c. Gifts/Prizes/Incentives Acquired Incident to Official Travel. Reference (m) pertains.

BUPERSINSST 4650.19  
30 AUG 1995

(1) Government travelers are obligated to account for gifts, gratuities, or benefits received from commercial carriers incident to the performance of official travel. When a member receives promotional material, it is accepted on behalf of the government and must be relinquished accordingly. However, the member may keep items of nominal intrinsic value such as pens, pencils, or calendars. A member who participates in a promotional program which will accrue personal benefits such as free seat upgrades, memberships in clubs, and check-cashing privileges does not have to turn in such benefits since they have no value to the government. A free seat upgrade is defined as any upgrade other than that connected with an exchange for mileage credits. A member may not exchange mileage credits for accommodation upgrades unless the member is authorized or approved use of a higher class of accommodation under paragraph U3125 of reference (e). Gifts received as a result of official travel shall be turned in to the Director of Administration (Pers-01).

(2) Official travelers may enroll in "frequent flyer" or other mileage-accumulation programs for the purpose of gaining free or discounted travel which would ultimately accrue to the government. Airline seat upgrades shall not be accepted in connection with frequent flyer clubs when, by continuing to accumulate points, a free or discount trip will or could accrue to the government. All BUPERS travelers enrolled in "frequent flyer" programs must advise Pers-021C of their rank/rate/grade, division and the airline programs in which they are members.

(3) Transferable and non-transferable tickets or discount documents should be turned into the local transportation officer at PSD Crystal City for use or application toward future travel.

(4) Reference (k) provides specific information on the disposition of airline compensation to travelers who voluntarily or involuntarily relinquish a seat. In the event of an unscheduled stop due to unforeseen aircraft maintenance, etc., the traveler should first determine if the airline for which the tickets were issued can provide onward transportation that will meet mission requirements. If so, the traveler should use that transportation. If the airline arrangements will not meet mission requirements, the traveler should obtain a signed statement by an airline official outlining the circumstances of the unscheduled stop and what alternative transportation the airline had arranged. The traveler should then contact the nearest NAVPTO for assistance in arranging onward transportation. If there is no NAVPTO available, the traveler should procure onward transportation at the cheapest available cost, consistent with mission requirements. The resultant travel claim should include the airline statement, an endorsement by the traveler stating what action was taken and why, and the new airline ticket (if any).

8. Memorandum Logs:

a. Each other writing department/division is required to maintain memorandum logs and copies of all travel orders and matching travel vouchers (claims) for the current fiscal year plus 4 prior years. Memorandum logs should contain the following information at a minimum: name of traveller with social security number, tango number, date of travel, date of return, cost of travel, date travel voucher submitted to PSD, and date travel voucher liquidated. A running balance of authorized travel funds is to be maintained. Additional items can be added to aid the department/division in managing its travel program as necessary.

b. Adjustments in cost for travel due to modifications to travel orders and travel vouchers must be recorded in the memorandum log. Travel coordinators are expected to validate their memorandum log with their Pers-021 budget analyst on a quarterly basis.

9. Travel Orders Crossing Fiscal Years

a. If travel will cross fiscal years (i.e., begin in September and end in October), then two sets of orders must be prepared. The first set of orders must cite accounting data appropriate for the fiscal year in which the travel started, as well as per diem and miscellaneous costs incurred during that fiscal year. If a round trip TR was issued, then the entire cost should be entered on the first set of orders. The second set of orders will contain the per diem and miscellaneous costs incurred in the second fiscal year.

b. Additionally, each order must reference the other. The first order must state in block 13 that "this travel order ends on SDN\_\_\_\_\_" and the second order must state "this travel order began on SDN\_\_\_\_\_."



TRAVELER INFORMATION HANDBOOK

Prior to commencing TEMADD travel the following material should be reviewed. It contains important information travelers need to know about the performance of official travel.

TRAVEL ADVANCES - For non-frequent travelers advances are generally payable in amounts not to exceed 80 percent of the estimated cost of per diem and miscellaneous expenses. Frequent travelers receive the Meals and Incidental Expenses (M&IE) portion of per diem and miscellaneous expenses not chargeable to the government credit card. Frequent travellers draw advances from ATM machines that accept the government charge card. Frequent travellers in financial hardship may request an advance from a PSD by providing a memorandum of justification to Pers-021. Advances are paid/may be drawn not earlier than 3 working days prior to commencement of travel.

COMMERCIAL TRANSPORTATION - Arrangements should be made through the local Navy Passenger Transportation Office (NAVPTO) or Personnel Support Detachment (PSD). Official travel is scheduled via the most economical route satisfying the mission of the travel. Commercial transportation is procured through use of a Government Transportation Request (GTR) from a Navy Passenger Transportation Office (NAVPTO). Individual procurement of commercial transportation is not authorized when the cost is \$100 or more and GTRs are available at the time and place travel is required to commence. Reimbursement for unauthorized procurement of commercial transportation costing \$100 or more will be limited to actual expense not to exceed the cost had a GTR been issued. If travel orders direct (as opposed to authorize) use of GTRs, no reimbursement for personally procured transportation is authorized unless GTRs were not available at the time travel was required to commence as certified by a NAVPTO.

TRAVEL VIA PRIVATELY OWNED CONVEYANCE (POC) - When such travel is authorized as more advantageous to the government, the traveler will be reimbursed for mileage as well as per diem for the time considered necessary to perform the ordered travel via a direct route. When POC travel is authorized but not considered advantageous to the government, the traveler will be reimbursed the lesser of mileage plus per diem for the official distance (at 350 miles per day or actual travel time whichever is less) OR what it would have cost the government had a GTR been used plus per diem. When orders direct a specific mode of travel, but member uses POC, payment of mileage plus per diem is prohibited unless the order writing official certifies the directed mode was unavailable at the time. Excess travel time is to be charged as leave. Mileage reimbursement for POC travel is limited to the owner/operator of the POC.

BUPERSINST 4650.19  
30 AUG 1995

RECEIPTS - Receipts are required for any expense in excess of \$25. It is a good idea to save ALL receipts, however. Car rental and lodging expenses in any amount must be substantiated by receipts. The original (the one received from the vendor) receipt must be attached to the travel claim when submitted for processing.

ORDERS AND ENDORSEMENTS - Travel claims must be supported by the original and two (2) copies with all applicable endorsements. Safeguard the original orders as their loss may delay settlement of the travel claim. If TEMADD is performed at a military installation, the traveler is required to obtain an endorsement from the activity responsible for government quarters/mess at the TEMADD point as to availability/non-availability of these facilities, an exception in the case of quarters only when the member had previously received a non-availability control number or when the orders contain a statement of impracticability or that utilization would adversely affect the performance of the mission.

USE OF BACHELOR OFFICER/ENLISTED QUARTERS - When ordered to perform TEMADD at a government installation, DOD personnel are required to make maximum use of available BOQ/BEQ facilities. As soon as a firm TEMADD requirement is known, travelers must obtain the telephone numbers of the BOQ/BEQ facility servicing the TEMADD point and make advance reservations. Each Navy BOQ/BEQ will provide either confirmed advance reservations or a non-availability control certificate. Travelers shall attach this non-availability control certificate to the orders. The BOQ/BEQ will formally endorse the travel orders that government quarters were not available on orders only when the traveler did not previously obtain a non-availability control certificate. Unless the traveler has either a non-availability control certificate OR a BOQ/BEQ endorsement, reimbursement for commercial lodging is not possible unless a statement of impracticability or an adverse affect statement is included in the orders.

USE OF GOVERNMENT MESSING FACILITIES - All military enlisted personnel performing TEMADD at a military installation are required to obtain an endorsement as to the availability/non-availability of government messing from the command responsible for such facilities at the TEMADD point. Failure to obtain this endorsement will result in reimbursement being computed on the basis that government mess was available unless a statement of impracticability or an adverse affect statement is included in the orders.

RENTAL VEHICLES - Must be specifically authorized in the travel orders as shown in enclosures (3) and (4). Reservations must be made by calling (703) 607-2094. The Military Traffic Management Command (MTMC) has negotiated with major rental car agencies for rates that provide a daily charge with an unlimited mileage. MTMC negotiated

BUPERSINST 4650.19  
30 AUG 1995

rental car rates include full comprehensive and collision coverage as well as liability coverage in the amount of \$100,000 per person, \$300,000 per accident, and \$25,000 property damage for each occurrence. For this reason, do not elect optional CDW or PAI coverage since these costs are generally not reimbursable (except overseas) and the government is self-insured. Save all receipts for gasoline and be sure to fill the tank prior to returning rental vehicle since most rental companies charge a premium for refilling the tank. In the event of an accident involving a rental vehicle, reimbursement for damage expenses up to the deductible amount specified in the rental agreement is authorized if the accident occurred while the traveler was on official business and if substantiated by receipts.

PROMOTIONAL ITEMS/GIFTS/BONUSES - DON policy on these items is travelers may keep unsolicited promotional items offered by companies which cannot be used by the Navy, and which are of nominal intrinsic value such as pens, pencils, note pads, calendars and other similar items. References (1) and (m) pertain. All other gifts received as a result of official travel are to be turned in to the Director of Administration (Pers-01).

FILING TRAVEL CLAIMS - Claims must be submitted to PSD Crystal City within 5 calendar days after completion of travel. Claims must be supported by the original and two copies of the travel orders, all original receipts, unused tickets or credit memoranda issued by commercial carriers and any memorandum endorsements to the travel orders. The traveler must sign and date the travel claim. Failure to file a settlement voucher within the prescribed time frames may result in pay account checkage for all travel advances received and denial of future travel advances. Enclosure (6) provides additional information on how to fill out a travel claim.

GSA AMERICAN EXPRESS CREDIT CARDS - Contractor-issued charge cards issued in the name of individual federal employees to charge the cost of commercial lodging, meals, rental cars, and transportation in connection with official travel only. There are no membership fees; however, the charge cardholder is personally liable for all billed charges. Although participation is voluntary, use of the card is encouraged as it reduces cash outlays for travel advances and out of pocket expenses. All individuals who travel two (2) or more times per year are authorized to use the government credit card and are subject to frequent traveler advance restrictions. Pers-021 is the GSA charge card coordinator for this command.

BUPERSINST 4650.19  
30 AUG 1995

INSTRUCTIONS FOR COMPLETING THE NAVPERS 1320/16,  
TEMADD TRAVEL ORDER

**NOTE: Cite a point of contact and telephone number at the top of the orders so a knowledgeable person may be contacted if there are questions.**

Block 1. From: Insert "Bureau of Naval Personnel, WASHINGTON, DC 20370."

Block 2. Standard Document Number (SDN): If Pers-021 has given your department/division the appropriate accounting data to cite in your TEMADD orders, insert the 15 digit SDN as follows (otherwise, leave blank and the SDN/accounting data will be inserted in Pers-021): N, 5-digit Unit Identification Code, the last two digits of the fiscal year in which the travel is performed, "TO", the alpha-numeric digit(s) that uniquely identify your program, and the 3 or 4-digit sequential number that identifies THIS order. Example: N6298095TOMM001, N0002295TOLL001, N3932995TO90001.

Block 3. To: Traveler's rank/grade, name, code, and duty address. Include the member's travel status (frequent/non-frequent).

Block 4. Tango No.: A 6-digit number consisting of the last digit of the fiscal year in which the travel is begun and the last 5 digits of the SDN (Block 2). If you completed Block 2, then insert the Tango Number; otherwise, leave blank and it will be inserted in Pers-021: Example: 5MM001, 5LL001, 50001.

Block 5. SSN/Designator: Cite the member's Social Security Number (SSN) and designator (if the traveler is an officer). No Transportation Request (TR) or advance check can be issued without the traveler's SSN.

Block 6. Date: Insert the date the order is typed.

Block 7. Ref: Leave blank except in the case of orders written to confirm verbal orders or to cite an instruction or message directing or authorizing travel. Then, insert "verbal orders of (date) given by (person directing the travel), or data as appropriate."

Block 8. Individual Travel/Group Travel: Put an "X" in the block for Individual Travel.

BUPERSINST 4650.19  
30 AUG 1995

Block 9. Proceed On or About: Insert the anticipated date the member is required to commence travel; the travel MUST be commenced within 10 days of this date. This block is to be used ONLY for directive-type orders (i.e., all orders except no cost, permissive travel authorizations).

Block 10. Authorized Proceed On or About: This block is to be used ONLY when no-cost, permissive travel authorizations are issued. In no case will the date for commencement of travel be shown in both Blocks 9 and 10 of the same order.

Block 11. Approximate Number of Days: Indicate the number of days (inclusive of proceed and return dates) it is anticipated that the member will be away from the PDS in a TEMADD status. If the member is taking leave in conjunction with the TEMADD, state the number of days and dates of TEMADD and leave (i.e., "5 (4 TEMADD--1-4 Apr/1 LV--5 Apr))".

Block 12. Estimated Date of Return: Approximate date the traveler is expected to return to the PDS.

Block 13. Itinerary: Prescribe a definite itinerary. Generally travel must begin and end in Washington, DC. If the member is going to several duty stations, cite the inclusive dates to be spent at each as well as any periods of leave. Transportation points should not be included in the itinerary.

Block 14. TEMADD, TEMADDCON, TEMADDINS: Put an "X" next to TEMADD.

Block 15. Reason for Travel: Specify clearly and fully what the travel is to accomplish. Then insert in parentheses one of the applicable standardized purpose categories listed below.

**Operational/Managerial Travel.** Travel for performance of operations or managerial activities. Includes travel directly related to program areas or agency mission (including special agency mission), site visits, and informational meetings to discuss agency operations, review status reports, or discuss topics of general interest.

**Travel for Training.** Travel incident to training. Reminder, DD-1556 must accompany the travel orders.

**Travel for Meetings, Conferences and Speeches.** Travel for the purpose of attending a meeting, conference, convention, seminar or symposium; delivering a speech, presentation, or paper, or otherwise taking part in a formal program other than training.

BUPERSINST 4650.19  
30 AUG 1995

**Other Travel.** Travel which does not fit the above categories, includes travel that a member is entitled to as a result of an assignment (entitlement travel) and other miscellaneous travel.

Block 16. Authorized Visit Such Additional Places As May Be Necessary: This block should be used when the itinerary shown in Block 13 is not firm and it is anticipated that the traveler may have to visit other activities in the same geographical area. The intent of this block is not to authorize a member to travel great distances from the geographical areas listed in Block 13. **The use of this block should be avoided whenever practicable.**

Block 17. Fiscal Data Accounting Classification: Insert the correct fiscal data if that information has been provided to the department/division by Pers-021; otherwise leave blank and the accounting data will be inserted by Pers-021. NOTE: The AA line of accounting is to be used for all per diem and miscellaneous entitlement (including mileage and rental car expenses); the AB line is to be used ONLY if the traveler is using a TR; the AC line is to be used ONLY if the traveler is receiving an advance.

Block 18. Estimated Cost: TRANSPORTATION. If the member is traveling by commercial plane or any other means USING A TR, put the cost of the round trip ticket in this block. PER DIEM. See reference (e) for appropriate per diem rates. This amount covers expenses such as meals, lodging, fees and tips to waiters, porters, baggage clerks, bellboys, and hotel maids; telegrams and phone calls reserving hotel accommodations; and laundry, cleaning, and pressing of clothes. MISC EXP. Includes the cost of transportation between home and airports, to and from the TEMADD site if traveling by rental car or Privately Owned Conveyance (POC), between lodging and the TEMADD site, and to/from the place where meals are taken (not to exceed three meals per day), and fees paid for travelers' checks (not to exceed the total amount of funds administratively estimated for the ordered travel). If the member is traveling by POC for the convenience of the government, multiply the number of round trip miles to/from BUPERS to the TEMADD site by the current mileage rate (\$ .30 as of Jan 95). Distances are listed in the Official Table of Distances, Navy Publication P-2471. TOTAL. The sum of the Transportation, Per Diem, and Misc. Exp. blocks: Next to the heading "Estimated Cost," type ADV: \$\_\_\_\_\_ (amount of requested advance). Advances are based on a member's travel status, i.e., frequent or non-frequent. Advances for a one-day trip or for amounts of less than \$ 50 are not allowed except to prevent financial hardship to the member. Advances will only be made in 30-day increments for periods of TEMADD unless there is no disbursing office at the TEMADD site.

BUPERSINST 4650.19  
30 AUG 1995

Block 19. Customer Identification Code: Must be filled in if the member is traveling by MAC transportation. This 15-digit number is derived from a "3," the 6-digit Tango Number, an "N," the 5-digit Bureau Control Number (Block 17(4)), and one of the following, depending on the Bureau Control Number:

If the BCN is 00022:	KC
If the BCN is 39329:	SV
If the BCN is 62980:	YG
If the BCN is 49115:	M6
If the BCN is 49116:	KC
If the BCN is 49118:	MA
If the BCN is 48621:	YC

Sample CIC numbers are as follows: 39LL014N00022KC; 39MM001N62980YG; or 3990001N39329SA. If Pers-021 normally inserts accounting data for your department/division, then Pers-021 will insert the CIC number.

Block 20. Item: The items listed on the reverse of the form provide a standard list of instructions applicable to TEMADD travel orders. The abbreviated method of identifying instructions pertinent to a specific travel order is done by citing the appropriate item number in Block 20. When the item being used has more than one part, cite the number plus the appropriate part (i.e., 29(b)(3)). Items may be cited instead of typing the statements in block 21. The items defined below are the ones most commonly used:

2. Any time the member visits a country that is a member of the North Atlantic Treaty Organization (NATO), this item shall be cited. Reference (k) provides further information about the preparation of NATO orders.

4. This paragraph of limitation and election is required in permissive travel authorizations because the traveler has the right to choose whether or not to travel with no reimbursement from the government or consider the authorization to travel revoked and remain at the PDS. No expenses of any kind (e.g., transportation, per diem, registration/tuition fees, etc.) may be paid with appropriated funds when travel is performed under permissive travel authorizations. The statement contained in item 4 **must also be written out in full in Block 21 and must be signed therein by the traveler.**

6. Since regular assigned duties are merely suspended during the execution of a TEMADD order, the member must be directed to return to the PDS to resume regular assigned duties.

9. Navy policy is that available adequate government quarters and messes are to be used by members in a travel status to the maximum extent practicable. It is therefore necessary that members performing TEMADD obtain a certification of the availability/non-availability of government facilities. Unless an endorsement of non-availability or a non-availability control number for quarters is obtained or item 10 is cited, it shall be assumed by disbursing personnel that adequate government quarters were available on any day for which the member fails to submit an appropriate statement of non-availability; the member will be reimbursed as if quarters/messing were available and used.

10. Use this item if utilization of government quarters, government mess or both, would adversely affect the mission. The exact situation must be specified (i.e., "10(B)" would be used if government quarters were required but not government mess). Military enlisted must either obtain non-availability certification or provide justification for non-use of government messing facilities. Use of this item must be supported in a memo to Pers-02 via Pers-021 explaining how utilization of the specified government facility would adversely affect mission performance.

11. Shows the authority under which a member's entitlement is authorized while carrying out the funded TEMADD orders.

14. Use when government air transportation is to be used INCONUS.

15. Use when a "TR" is to be used for transportation.

16. The intent of this item is to alleviate the possibility of the traveler being held for an extended period of time awaiting government transportation. This item means that commercial transportation may be furnished if government transportation is not available and a certification to that effect is made by the servicing Personnel Support Detachment.

17. Used if excess baggage is authorized; insure that the number of pieces/number of pounds is reflected. The member will be required to pay for the excess baggage and be reimbursed unless his orders specify that he is to be issued GEBATS (Government Excess Baggage Tickets) by PSD Crystal City (and the PSD does, in fact, issue the GEBATS).

When GEBATS are presented to the airline, the member will be permitted the excess baggage without having to pay for it.



BUPERSINST 4650.19  
30 AUG 1995

19. Use item 19(A) to indicate travel by Privately Owned Conveyance (POC) is authorized as "advantageous to the government." The member is authorized per diem for the allowable travel time and mileage for the official distance of the ordered travel. Travel in a radius from the Washington, DC area to the Philadelphia, PA and Norfolk, VA areas is always considered as advantageous to the government. If the destination falls outside of this radius 19(A) must be justified on a separate memorandum to Pers-02. Use of item 19(B) indicates that travel by POC is authorized but is "not advantageous to the government." Reimbursement to the member is then limited to the lesser of the mileage allowance and per diem for the time necessary to perform the travel or what it would have cost the government had a "TR" item 19(B) is used, any travel time used over and above what would be needed had a "TR" been issued will be charged as leave.

21. Used if a registration fee is to be paid from cited travel funds (in lieu of a DD 1556). The amount of the registration fee must be given (i.e., 21(\$100)).

22. Used if a fee is to be paid from cited travel funds for a non-training meeting, workshop, or conference. The amount of the fee must be given (i.e., 22(\$100)).

26. Whenever a traveler is granted leave in conjunction with TEMADD, that leave must be made a part of the TEMADD orders, (i.e., 26(5)(C)). It is important that this item be used when granting such leave so that proper reimbursement will be made.

29. Always used. By using this item, disbursing personnel can readily determine to whom a copy of each paid voucher should be sent for activity accounting purposes. If BUPERS funded the travel, then cite "29(PERS-021, Washington, DC 20370)." If another command funded the travel, insert the address to which copies of the paid travel claim should be forwarded (usually contained in the travel cite letter).

30. Use this item to authorize use of taxicabs (A) to and from the TEMADD carrier terminals and/or in and about the TEMADD area. (Taxicabs to and from the PDS carrier terminal are automatically authorized per travel regulations.)

31. Use this item when a rental car is authorized. The size car must be given in block 21, (i.e., type car authorized: ECar) Block 21. Additional Comments and Instructions: Insert the following remarks as appropriate.

a. For all cost TEMADD orders: "Submit completed travel claim to PSD Crystal City within 5 calendar days after completion of this travel. Failure to do so may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel."

b. Rental Car: If justified and approved, type the following: "Type car authorized: (insert 4-letter class code from the list below). Persons authorized to drive car: (list all other drivers). " Use of a rental car must be justified in a separate memorandum to the Comptroller. Rental cars larger than a compact must also be justified.

<u>Model Description</u>	<u>Class Codes</u>
Economy Car	ECAR
Compact Car	CCAR
Intermediate Car	ICAR
Standard/Full-Size Car	SCAR
Special Car	SPCL

c. Government Quarters availability/non-availability: One of the following statements must be used to support non-use of government quarters.

(1) When ordering a traveler to a city where government quarters do not exist, type the following statement: "Government quarters as listed in BUPERSINST 11103.1C are not available. "

(2) When ordering a traveler to a city where there are government quarters but, are more than reasonable commuting distance (More than a 30-minute drive during rush hour), type the following statement: "Government quarters as listed in BUPERSINST 11103.1C are not available within a reasonable commuting distance. "

d. If the "MISC EXP" amount in block 18 is greater than \$50, explain (i.e., "Other = \$150 for rental car, \$25 for taxi to/from airport in DC").

e. In no-cost, permissive travel authorizations, type the full statement shown as item 4 on the reverse side of the TEMADD form; the traveler then signs acknowledging that the responsibilities in the undertaking of the orders are understood.

f. The division or departmental approval authorities typed name, code and signature.

BUPERSINST 4650.19  
30 AUG 1995

Block 22. Security Clearance: Complete if a security clearance is necessary for successful accomplishment of the TEMADD assignment.

Block 23. Authenticating Signature: For all TEMADD orders except for Pers-4 military personnel, type "comptroller name, COMPTROLLER." For orders for Pers-4 military personnel, type the name, rank, and title of the Pers-4 department head.

Block 24. Transportation Request/MAC Transportation Authorization  
Furnished: Leave blank. This will be completed by PSD Crystal City.

Block 25. Copy to: Leave blank.

#### JUSTIFICATIONS

Justifications by memorandum to the Comptroller (Pers-02) are needed for the following situations. These justifications must accompany the travel order when it is initially submitted to Pers-021 for processing. The orders WILL NOT BE PROCESSED until the required justifications are received. Justifications must reflect why the requested item(s) are "advantageous to the government." Vague and general phrases are not acceptable. All necessary justifications may be put on the same memorandum.

a. Two or more people traveling to the same TEMADD site at the same time. Not required for detailer and BUPERS Inspector General (IG) trips.

b. Use of rental car. The need for a car larger than a "C" class must also be justified. Special cars (SPCL) such as mini vans must also have the justification summarized in block 21 for PTO/PSD-CC.

c. Non-use of government quarters/messing (why their use would adversely affect mission performance).

d. Why the orders were not received in Pers-021 at least 10 WORKING days before the travel commencement date.

e. Non-use of government-contracted air carrier.

f. Why the member must receive more than a standard advance (i.e., frequent traveler wants 80% advance).

g. If the orders are to cite CHNAVPERS miscellaneous travel funds, there must be a memo to BUPERS requesting that those funds be cited and explaining why.

1. FROM:			2. STANDARD DOCUMENT NO.		
3. TO:			4. TANGO NO.		
			5. SSN/DESIGNATOR		
			6. DATE		
7. REF: (A)			8. <input type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL		
9. PROCEED ON OR ABOUT		10. AUTHORIZED PROCEED ON OR ABOUT		11. APPROXIMATE NUMBER OF DAYS	
12. ESTIMATED DATE OF RETURN					

13. ITINERARY (Activity/activities and Place/places indicated below)			14. <input type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS 15. REASON FOR TRAVEL:  16. <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY		
--	--	--	---	--	--

17. FISCAL DATA ACCOUNTING CLASSIFICATION							
APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	SUB-ALLOT NUMBER (4)	AUTHORIZED ACCTG ACTY (5)	TYPE (6)	PROPERTY ACCTG ACTY (7)	COST CODE (8)
(17 SYM)	(14 SYM)	(13 SYM)	(15 SYM)	(11 SYM)	(12 SYM)	(16 SYM)	(12 SYM)

18. ESTIMATED COST				19. CUSTOMER IDENTIFICATION CODE			
TRANSPORTATION	PER DIEM	MISC. EXP.	TOTAL				
\$	\$	\$	\$				

20. ITEM: (Use applicable item numbers as shown on reverse side of this form)

"Report to a Disbursing Officer within 15 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS:		22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED _____ BY _____ (PLUS _____ YEARS SERVICE)	
---	--	--	--

23. AUTHENTICATING SIGNATURE

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

25. COPY TO: (Include Operating Budget / fund manager in all cases)

BUPERSINST 4650.19  
30 AUG 1995

INSTRUCTIONS FOR COMPLETING DD 1610,  
REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

Note: Cite a point of contact and telephone number at the top of the orders so a knowledgeable person may be contacted if there are questions.

Block 1. Date of Request: Enter day, month, and year.

Block 2. Name: Enter name and Social Security Number (SSN) of traveler. Personnel Support Detachment (PSD) Crystal City cannot issue a Transportation Request (TR) or advance check without the traveler's SSN.

Block 3. Position Title and Grade or Rating: Self-explanatory.

Block 4. Official Station: Enter name and location of PDS.

Block 5. Organizational Element: Enter division, branch, or unit to which the traveler is assigned.

Block 6. Phone No.: Enter the traveler's phone number at the location listed in block 5.

Block 7. Type of Orders: Indicate as appropriate; e.g., TEMADD, TEMADD Amendment.

Block 8. Security Clearance: The degree of security clearance for the period of temporary duty; this item is to be used only when considered necessary by the travel-directing official.

Block 9. Purpose of TDY: Specify clearly and fully. Then insert in parentheses one of the applicable standardized purpose categories listed below.

(Operational/Managerial Travel). Travel for performance of operations or managerial activities. Includes travel directly related to program areas or agency mission (including special agency mission), site visits, and informational meetings to discuss agency operations, review status reports, or discuss topics of general interest.

(Travel for Training). Travel incident to training.

(Travel for Meetings, Conferences and Speeches). Travel for the purpose of attending a meeting, conference, convention, seminar or symposium; delivering a speech, presentation, or paper; or otherwise taking part in a formal program other than training.

BUPERSINST 4650.19  
30 AUG 1995

(Relocation Travel). Travel for moving from one official duty station to another.

(Other Travel). Travel which does not fit the above categories. Includes travel a member is entitled to as a result of an assignment (entitlement travel) and other miscellaneous travel.

Block 10a. Approx No. of Days of TDY: Self-explanatory. If the employee is taking leave in conjunction with TEMADD, state the number of days of TEMADD and leave (i.e., "5 (3 TEMADD/2 LV)". For purposes of this block, "leave" means any non-duty day, even though leave would not normally be charged (i.e., Saturdays, Sundays, and holidays).

Block 10b. Proceed O/A: Indicate date for beginning of official travel.

Block 11. Itinerary: Indicate places from and to which official travel is authorized. All travel must begin and end in Washington, DC. Cite the inclusive dates the employee must be at each TEMADD site and all periods of leave.

Block 12. Mode of Transportation: Indicate in the block(s) provided the mode(s) authorized. If travel is to be performed by POC, state the applicable mileage rate in the space provided (currently \$.30 per mile). Indicate in the appropriate block if such travel is advantageous to the government or the employee. If travel by POC is for the member's convenience, mileage and per diem reimbursement will be limited to the lesser of mileage plus per diem for the official distance (at 350 miles per day or actual travel time whichever is less) OR what it would have cost the government had a GTR been issued plus per diem. When orders direct a specific mode of travel, but member uses POC, payment of mileage plus per diem is prohibited unless the order writing official certifies the directed mode was unavailable at the time. Any excess travel time will be charged as leave.

Block 14. Estimated Cost: PER DIEM. See reference (b) for appropriate per diem rates. The per diem allowance covers all charges, including taxes and service charges for the following types of subsistence expenses: Lodging (except on airplanes, trains, buses, or vessels); meals (except alcoholic beverages, entertainment expenses, and any expenses incurred for other persons); and incidental expenses (fees and tips to waiters, porters, baggage carriers, bellhops, hotel maids, laundry, cleaning and pressing of clothing, and telegrams and phone calls necessary to reserve lodging accommodations). TRAVEL. If the employee is traveling by plane or any other means using a Transportation Request (TR), put the cost of the round trip ticket in the "Travel" block. Fare amounts will be provided by PSD Crystal City at the time the reservation is made. If the employee is traveling by POC, rental car, or any other means not

BUPERSINST 4650.19  
30 AUG 1995

using a TR, put the correct amount in the "Other" block. OTHER. If the member is traveling by POC, multiply the number of round trip miles to/from the PDS to the TAD site by \$.30. Distances are listed in the Official Table of Distances, Navy Publication P-2471. If other costs are permitted the member, such as rental car at the TEMADD site, taxi fares, etc., these amounts also go in the "Other" block.

Block 15. Advance Authorized: For non-frequent travellers, an advance of funds for per diem, mileage allowances, and subsistence expenses shall not exceed 80 percent of the minimum estimated expenses that the employee is expected to incur prior to reimbursement. If the employee possesses a GSA American Express charge card, i.e., frequent traveller, no advance from a PSD is authorized. Instead, the traveller will obtain an advance from an ATM machine that accepts the American Express charge card. Advances for frequent travellers are authorized for non-chargeable per diem and miscellaneous expenses only i.e. meals, mileage allowances, taxi fares. An advance of funds will not be made for less than \$50, unless the advance is required to prevent financial hardship. Advances will only be made in 30-day increments for periods of TEMADD unless there is no disbursing office at the TEMADD site.

Block 16. Remarks: Insert the following remarks as appropriate.

a. For all cost TEMADD orders: "Submit completed travel claim to PSD Crystal City within 5 calendar days after completion of this travel. Failure to do so may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel."

b. Quarters and Messing: All orders must state either "Government quarters will be utilized if available; BOQ/BEQ/Navy Lodge confirmation number is" OR a reason why government facilities will not be used OR a lodging certificate of non-availability. Non-use of government quarters must be supported by a memo justifying the use of non-government quarters and specifying how mission accomplishment would be impaired if their use were required. For messing, civilian employees are not required to obtain non-availability certification.

BUPERSINST 4650.19  
30 AUG 1995

c. If traveling by commercial plane: "Use of TR directed."

d. Rental Car: "Under circumstances not permitting travel by the usual means, authorized government contract car if available or commercial rental vehicle for official use only (to/from, in/around) \* TEMADD area IAW JTR Vol. 2, C2102. Type car authorized: (insert 4 letter code from the list below). Persons authorized to drive car: (list all persons authorized to drive the car)." Use of a rental car must be justified in a memorandum to the Comptroller.

Model Description

Class Codes

Economy Car	ECAR
Compact Car	CCAR
Intermediate Car	ICAR
Standard/Full Size Car	SCAR
Special Car	SPCL

e. Leave in conjunction with TEMADD: "If you avail yourself of this leave, indicate on original orders date and hour TEMADD commenced and was completed."

f. When leave is granted outside CONUS: "If you avail yourself of this leave, obtain endorsement from each TEMADD point as to transportation which would have been available in reporting to the next TEMADD point, or in returning to duty station via shortest usually traveled route, giving date and hour of departure and arrival."

g. If the traveler holds a GSA American Express charge card: "Traveler holds GSA American Express charge card."

h. If the "OTHER" amount in block 18 is greater than \$50, explain (i.e., "Other = \$150 for rental car, \$25 for taxi to/from airport in DC").

i. CIC Number: If the employee is using a rental car or is traveling by Military Airlift Command (MAC) transportation, block 16 must include the Customer Identification Control (CIC) Number.

This 15-digit number is derived from a "3," the 6-digit Tango Number, an "N," the 5-digit Bureau Control Number (BCN), and one of the following, depending on the BCN:

If the BCN is 00022:	KC
If the BCN is 39329:	SV
If the BCN is 62980:	YG
If the BCN is 49115:	M6



BUPERSINST 4650.19  
30 AUG 1995

If the BCN is 49116:	KC
If the BCN is 49117:	M7
If the BCN is 49118:	M9
If the BCN is 48621:	YC

Sample CIC numbers are as follows: 34LL014N00022KC; 34MM001N62980YG; or 3490001N39329SA. If the accounting data is inserted by Pers-021, then Pers-021 will also insert the CIC number.

Block 17. Requesting Official: The employee's supervisor or other person having full knowledge of the purpose and requirements of the mission. The travel requesting official is responsible for initiating a request for issuance of a travel order.

Block 18. Approving Official: An official at an organizational level that will insure effective control of travel necessity and justification for authorizations.

Block 19. Accounting Citation: Insert the correct fiscal data if that information has been provided to the division by Pers-021; otherwise, leave blank and the accounting data will be inserted by Pers-021. NOTE: The AA line of accounting is to be used for all per diem/miscellaneous entitlements; the AB line is to be used ONLY if the traveler is using a TR (amounts for a rental car or POC mileage will be reported under the AA line); the AC line is to be used ONLY if the traveler is receiving an advance.

Block 20. Order Authorizing Official or Authentication: Type the comptroller's name in the following manner "comptroller name, COMPTROLLER."

Block 21. Date Issued: Will be inserted by Pers-021.

Block 22. Travel Order Number: If the division preparing the orders inserted the accounting data in block 19, type the travel order number here. Otherwise, leave blank and the number will be inserted by Pers-021.

The travel order number is made up of the following: An "N," the five-digit Bureau Control Number, the last two digits of the fiscal year in which the travel is performed, "TO," the alpha-numeric digit(s) that uniquely identify the program, and the 3 or 4 digit sequential number that identifies this order. Example: N6298095TOMM001, N0002295TOLL001, N3932995TO90001.

BUPERSINST 4650.19  
30 AUG 1995

#### JUSTIFICATIONS

Justifications by memorandum to the Comptroller (Pers-02) are needed for the following situations. These justifications must accompany the travel order when it is initially submitted to Pers-021 for processing. The orders WILL NOT BE PROCESSED until the required justifications are received. All necessary justifications may be put on the same memorandum.

- a. Two or more people traveling to the same TEMADD site at the same time.
- b. Use of rental car.
- c. Non-use of government quarters/messing (for messing, military enlisted only) i.e., why their use would adversely affect mission performance.
- d. Why the orders were not received in Pers-021 at least 10 WORKING days before the travel commencement date.
- e. Non-use of contract air.
- f. If the orders are to cite CHNAVPERS miscellaneous travel funds, there must be a memo to BUPERS requesting that those funds be cited with an explanation.

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> <i>(Reference: Joint Travel Regulations)</i> <b>Travel Authorized as Indicated in Items 2 through 21.</b>							1. DATE OF REQUEST	
<b>REQUEST FOR OFFICIAL TRAVEL</b>								
2. NAME <i>(Last, First, Middle Initial)</i>					3. POSITION TITLE AND GRADE OR RATING			
4. OFFICIAL STATION					5. ORGANIZATIONAL ELEMENT			6. PHONE NO.
7. TYPE OF ORDERS			8. SECURITY CLEARANCE		9. PURPOSE OF TDY			
10a. APPROX. NO. OF DAYS OF TDY <i>(Including travel time)</i>			10b. PROCEED O/A <i>(Date)</i>					
11. ITINERARY <span style="float: right;"><input type="checkbox"/> VARIATION AUTHORIZED</span>								
<b>12. MODE OF TRANSPORTATION</b>								
COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE <i>(Check one)</i>	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE: <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT  <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>								
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM <i>(Specify)</i>								
<b>14. ESTIMATED COST</b>								15. ADVANCE AUTHORIZED
PER DIEM		TRAVEL			OTHER		TOTAL	
\$		\$			\$		\$	
<b>16. REMARKS</b> <i>(Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)</i>								
17. REQUESTING OFFICIAL <i>(Title and signature)</i>					18. APPROVING OFFICIAL <i>(Title and signature)</i>			
<b>AUTHORIZATION</b>								
19. ACCOUNTING CITATION								
20. ORDER AUTHORIZING OFFICIAL <i>(Title and signature)</i> OR AUTHENTICATION						21. DATE ISSUED		
						22. TRAVEL ORDER NUMBER		

PROCEDURES FOR DAILY TRAVEL WITHIN THE NATIONAL CAPITAL REGION  
(NCR)

1. Policy

a. Transportation requirements within the NCR may be fulfilled by the following means, in the priority listed:

- (1) DOD scheduled bus service
- (2) Commercial transportation; e.g., METRO
- (3) Voluntary use of privately owned conveyance (POC) and taxicabs which are both reimbursable expenses

b. All transportation to and from work is at the individual employee's expense. Government owned or controlled transportation is not to be used over all or any part of the route between domicile and place of employment, or for private business, personal social engagements, or other personal convenience.

2. Procedures

a. DOD scheduled bus service. DOD scheduled bus service is the primary means of transportation between government occupied buildings and military installations in the NCR and is to be used in all cases where available, whether or not transferring between routes in required. Bus routes and schedules are published in the DOD Telephone Directory. Any requests for mileage reimbursement, etc., where DOD scheduled bus service is available will be disapproved. Requests for exceptions will be reviewed on a case-by-case basis.

b. Commercial Transportation. Commercial transportation will ONLY be used to reach areas not within reasonable walking distance of the DOD bus service. METRO passes/tokens for official business other than training can be obtained at no cost from Pers-016, room 1408 in the Annex (telephone 614-3151). Free METRO passes/tokens for training can be obtained from Pers-015, room 1420 in the Annex (telephone 614-1269). Due to the extensive METRO/bus service in the Washington DC area, no requests for mileage reimbursement for transportation to/from training will be approved without prior written authorization from Pers-015.

BUPERSINST 4650.19  
30 AUG 1995

c. Privately Owned Conveyance (POC) and Taxicabs

(1) When a POC is used in the performance of official duties within the NCR, parking fees incurred at the Annex will not be reimbursed. BUPERS personnel not located at the Annex who use their POC to travel to the Annex in the course of official duties must contact their administrative office for visitors' parking procedures. Parking fees incurred elsewhere within the NCR must be justified in a memorandum to Pers-02; based on the availability of DOD transportation, etc., these parking fees may not be reimbursed.

(2) Reimbursement for use of a POC will only be authorized if no DOD/commercial transportation is available. The request for reimbursement must include an endorsement by the same person who directed the travel that use of POC was necessary and explain the circumstances. POC mileage will be charged to the department/division's travel funds. Reimbursement will be for the mileage from the place of commencement of travel (home or work) to the temporary duty site and return to the place of termination of the duty (home or work) less normal commuting mileage if the entire day was spent "off-site". The mileage amounts claimed will be verified as much as possible with a map, atlas, or the Official Table of Distances (NAVSO P-2471).

(3) Taxicabs are to be used only as a last resort; their use must be justified as to why some other, cheaper means of transportation was not used.

d. Special Bus Service. When official functions require special bus service for large groups of government employees who cannot be accommodated by the regular DOD bus service, contact Pers-016 at 614-3151 for assistance at least 10 working days before the bus is needed.

e. Before incurring transportation expenses, the traveler MUST ensure there are no other ways of accomplishing the mission at no cost. For example, Pers-016 makes regularly scheduled mail runs between the Annex, the Navy yard, and Anacostia. Maximum use should be made of these established courier runs.

f. Reimbursement will be limited to mileage (at \$.30/mile for military and civilians), parking fees except at the Annex, ferry fares, and bridge, road, and tunnel tolls. Receipts are required. Claimed expenses other than mileage not substantiated by receipts will not be reimbursed.

3. Procedures for Reimbursement

a. Daily travel within the NCR shall not be ordered via a DD 1610, Request and Authorization for TDY Travel of DOD Personnel or NAVPERS 1320/16, TEMADD Travel Order. Instead, the employee shall perform the travel based on verbal orders from competent authority and then request reimbursement for expenses incurred on a SF 1164's, Claim for Reimbursement for Expenditures on Official Business. Reimbursement requests must be submitted in a timely fashion. SF 1164's should be filled out no later than 2 weeks after the local travel was performed unless otherwise directed.

b. The SF 1164 will be filled out as follows.

(1) Block 1. Insert the traveler's complete work address and physical location of duty station (i.e., Anacostia, Navy Yard, etc.).

(2) Block 2. Leave blank.

(3) Block 3. Leave blank.

(4) Block 4. Insert the traveler's name, military rank/rate, Social Security Number, home address, and office telephone number.

(5) Block 5. Leave blank.

(6) Block 6. Insert a complete description of all claimed expenditures for travel within the NCR and when they occurred. This block must also explain the reason for the travel. (If the travel was extensive, this explanation may be on a separate piece of paper.) Column (e) (number of miles) should be based on car odometer readings. Column (g) and (i) expenses must be completely explained and supported by receipts. Note: each SF 1164 may cite expenses incurred during one fiscal year only.

(7) Block 7. Insert the total of columns (f), (g), and (i). Remember to include all amounts listed on the back of the SF 1164.

(8) Block 8. The person who directed the travel must sign and date the SF 1164 in the upper portion of block 8; the "comptroller's name, COMPTROLLER" must be typed in block 8 next to the statement "Approving Official Sign Here."

BUPERSINST 4650.19  
30 AUG 1995

(9) Block 9. Leave blank.

(10) Block 10. The claimant signs here.

(11) Block 11. Leave blank.

(12) Block 12. Leave blank.

(13) Accounting Classification. Leave blank unless the traveler's division normally inserts accounting data in TEMADD travel orders. In that case, insert the accounting line normally used for per diem and miscellaneous expenses.

6. All requests for reimbursement will be carefully reviewed for reason for travel, transportation method used, and what efforts were made to use a cheaper mode. Disapproved requests will be returned to the claimant with an explanation.





### 6. EXPENDITURES - *Continued*

[illegible]

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 601(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number; disclosure is MANDATORY on vouchers claiming payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

INSTRUCTIONS FOR COMPLETING THE DD 1351-2 (6 Part)  
TRAVEL VOUCHER OR SUB VOUCHER

1. General Information

a. Submit the original and 2 copies of the travel orders with all endorsements and amendments/modifications. If the original orders were lost, include a signed statement "Original orders lost, no claim will be filed if found later" on all 3 orders.

b. Submit the travel voucher (DD Form 1351-2, 6 part) with all carbons intact. REPRODUCED COPIES ARE NOT ACCEPTABLE. Compete the form with typewriter or ballpoint pen; do not use pencil. Ensure all copies are legible.

c. Submit receipts for lodging and any reimbursable expenses over \$ 25. Transportation expenses by air, rail or other commercial means at personal expense must be supported by a copy of the ticket.

d. For reimbursement to be made, the following items must be specifically approved on the orders: rental cars; taxis in/around the TEMADD point; official long distance telephone calls; air, rail, or other commercial tickets bought at personal expense; mileage for POC in/around the TEMADD site; excess baggage charge; and registration/conference fees.

e. If TEMADD is performed at a military base, the orders must be endorsed with statements of non-availability of government quarters and messing (military enlisted only) unless non-use of these facilities was authorized in the orders.

f. Indicate at the top of the claim if you hold a GSA American Express charge card.

g. Due to the shortage of voucher examiners at the PSD Crystal City travel office, the payment/settlement time on claims is approximately five to six weeks. Please refrain from calling the PSD for claim status unless it has been more than six weeks since the claim was submitted.

2. Instructions for Completing the Voucher

a. Last Name, First Name, Middle Initial: Self-explanatory.

b. Grade/Rank: Self-explanatory.

c. SSN: Cite your Social Security Number. The claim will be rejected without action if this block is left blank.

BUPERSINST 4650.19  
30 AUG 1995

d. Check Mailing Address: Self-explanatory. Most TEMADD travel claim checks are returned to the claimant's command by courier. This block is used to identify which checks are to be sent to BUPERS.

e. Duty Phone No.: Self-explanatory. This will be used not only to clarify any questions on the voucher that PSD Crystal City has, but also to advise you when your claim check (if any) is received at BUPERS and is ready for pick up.

f. Organization and Station: Enter the name of the PDS and division to which assigned.

g. Travel Orders: List the Standard Document Number/Travel Order Number and date(s) of the basic orders and any amendments.

h. Prior Travel Payments or Advances Under These Orders: List the amount, voucher number, date received, and place paid for all advances received, whether before travel commenced or at the TEMADD site.

i. Block 1, Itinerary: Make entries for the local time of departure and arrival (using the 24-hour clock) at each point of duty or delay. The following points of arrival/departure, as appropriate, must be identified: PDS; TEMADD point(s); points of authorized delay enroute; place(s) of delay enroute chargeable as leave; points of embarkation/debarkation; and each place at which mode of transportation changes. Indicate by the symbols shown in block 25 the mode of travel for each point of departure and the reason for each stop.

j. Block 2, Cost of Lodging: Insert the total actual cost paid for lodging at each TEMADD point. When government quarters are used, include the amount paid as service charges. DO NOT put the cost of lodging in block 5.

k. Block 3, Number of Meals: Insert the number of meals at each TEMADD point taken in an open mess or government mess. If any meals were furnished subject to per diem reduction (i.e., at no cost to the member), insert the number of meals under "DED." Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

l. Block 4, POC Miles: When travel is by POC, the points between which travel is performed will be shown here. Distances will be determined by odometer readings. Any unusual conditions or circumstances that may affect allowances (i.e., a 100 mile detour due to road construction) must be shown.

m. Block 5, Reimbursable Expenses/Charge for Deductible Meals: List all reimbursable expenses not covered by per diem. This includes, but is not limited to, rental car and gas expenses; cost of travelers checks; POC mileage; taxicabs; the cost of commercial transportation (i.e., train) under \$100 for which a TR was not issued; excess baggage charge; official telephone calls, etc. Requests for official telephone expense reimbursement must contain a statement that the calls were for official business only. Complete the blocks "Date", "Nature and Explanation," and "Amt Claimed;" PSD will complete the "Allowed" block.

n. Block 6, Long Distance Telephone Call Certification: If long distance official telephone calls are authorized on the orders and claimed in block 5, the approving official (the person who signed the travel orders) must sign here.

o. Block 7, TR'S/MTA'S/MT'S: The serial numbers of TRs/meal tickets, and the points between which the Trs were issued will be shown here.

p. Block 8, Leave Statement: If leave was taken during the travel period, complete the block as indicated or enter NONE, if applicable.

q. Block 9, POC Travel: If POC was used and/or authorized, check the appropriate box indicating whether the claimant's status was "owner/operator" or "passenger."

r. Block 10, For DO Use Only: Will be completed by the PSD.

s. Block 11, Payment Desired: Check appropriate block.

t. Block 12, Per Diem Requested: Leave blank.

u. Block 13, BAS Rate: Leave blank.

v. Block 14, Signature of Claimant and Date: Sign the original voucher in ink, exactly as the name appears on the travel orders. Any unsigned travel claims will be rejected by the PSD. Enter the date the claim was signed.

w. Blocks 15 through 21: Leave blank

DD FORM 1351-2, AUG 1997 (EG) PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Exception to SF 1012 approved by GSA/IRMS 12-91.

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 USC 5701, 37 USC 404-427, and EO 9397.

**PRINCIPAL PURPOSE(S):** Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

**ROUTINE USE(S):** To substantiate claims for reimbursement for official travel.

**DISCLOSURE:** Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

## PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

## INSTRUCTIONS

### ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

### REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

### ITEM 15 - ITINERARY - SYMBOLS

#### 15c. MEANS/MODE OF TRAVEL *(Use two letters)*

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
<i>(Own expense)</i>	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance <i>(POC)</i>	- P	Vessel	- V

#### 15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

#### ITEM 15e. LODGING COST

Enter the total cost for lodging.

### ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (*see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals*). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

## 29. REMARKS

**EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS**

**UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN**

INSTRUCTIONS FOR CITE LETTERS

1. Cite letters are a request from one command to another to request and fund travel of personnel outside the requesting command.
2. Cite letters received by BUPERS from other commands will be processed as follows: prepare a NAVPERS 1320/16 or DD 1610 in accordance with the information in the cite letter. Submit the travel order and supporting cite letter via the chain of command to Pers-02 for approval. If the cite letter authorizes items like rental cars, no justification needs to be submitted with the travel orders. Travel orders may not authorize anything in excess of authorized items in the cite letter. Multiple activities funding a single travel order is strongly discouraged. If this situation cannot be avoided, contact Pers-021C for further direction.
3. A BUPERS cite letter, i.e., BUPERS paying for the travel of non-BUPERS personnel, contains all the same data as a NAVPERS 1320/16 or a DD 1610. All entitlements, allowances, restrictions and justifications are required to be placed on the cite letter or in a justification memorandum as with the preparation of TEMADD orders for BUPERS personnel. Justifications should include an explanation for why it is necessary for BUPERS to fund the travel of non-BUPERS personnel unless funds have been previously designated for that purpose. All BUPERS cite letters will be prepared on letterhead and will be signed out by Pers-02. Multiple individuals can be combined on a single letter if they belong to the same command.
4. Instructions for preparing a Cite Letter: are as follows (see enclosure 8).

Ser.     Insert division or department's serial number

From:    Type "Bureau of Naval Personnel."

To:       Insert name of command who will issue orders.

Subj:    Type "REQUEST FOR TRAVEL ORDERS ICO (insert member's full name, rank/rate, designator, and SSN)."

Para 1   Type "Please issue travel orders to (insert member's full name) for travel to (insert itinerary) and return for the period (insert dates travel starts and ends) to (fully state purpose of requested travel)."

Para 2   Type "Estimate of Expenses: Travel (annotate cost)." If the employee is traveling by plane or any other means using a TR, put the cost of the round trip ticket here. If the employee

BUPERSINST 4650.19  
30 AUG 1995

is travelling by POC, rental car or any other means not utilizing a TR, include the correct amount with "Misc Exp."

Type "Per Diem (annotate cost)." See reference (e) for appropriate per diem rates. The per diem amount should include all items identifiable as per diem items as on the NAVPERS 1320/16 or DD 1610.

Type "Misc Exp (annotate cost)." This amount should include all items identifiable as miscellaneous expense items as on the NAVPERS 1320/16 or DD 1610.

Type "Total (annotate total cost)." Add the dollar figures from the transportation, per diem and miscellaneous expense sections.

- Para 3 Type "Standard Document Number and Accounting Data:". This paragraph should include the standard document number(s) and accounting data. Insert the correct accounting data if that information has been provided to your department/division; otherwise, leave blank and the accounting data will be annotated by Pers-021.
- Para 4 Type "Remarks:." This section should list the same entitlements/restrictions that would be placed in the remarks blocks of NAVPERS 1320/16 or DD 1610 as appropriate.
- Para 5 Indicate a point of contact, code, and telephone number. Indicate where copies of the travel order and liquidated travel claim must be sent to. Note: all cite letters will be signed out by the comptroller.



BUPERSINST 4650.19  
30 AUG 1995

SAMPLE CITE LETTER

1752  
Ser

From: Bureau of Naval Personnel  
To:  
Ref: BUPERSINST 1320.6E

Subj: REQUEST FOR TRAVEL ORDERS ICO

1. Please issue travel orders to (name) for travel (itinerary) and return for the period (dates) to attend (purpose).

2. Estimate of expenses:

Travel:  
Per Diem:  
Misc:  
Total:

3. Standard document numbers and accounting data:

SDN:

PD/Misc:  
Travel:  
Advance:

4. Remarks:

5. Bureau of Naval Personnel point of contact is (name/code) at (telephone number(s)). Forward a copy of travel orders when issued to Bureau of Naval Personnel (Pers-021), Washington, DC 20370-0210 and liquidated travel claim to: Pers-xx (your code).

comptroller name  
By direction

BUPERSINST 4650.19  
30 AUG 1995

**SAMPLE NATO TRAVEL ORDER**  
**ORDRE DE MISSION OTAN**  
(APPROPRIATE LETTERHEAD)

**NATO UNCLASSIFIED**

Country of Origin ) Serial Number )  
Pays de provenance ) United States Numero de serie ) \_\_\_\_\_  
of America

1. The bearer, Personal/Identity Card No./Rank/Name  
Le porteur, No Mle/de la carte d'identite/Grade/Nom  
\_\_\_\_\_
2. Will travel from )  
Fera mouvement de) Washington, D.C. to \_\_\_\_\_ and return (et  
retour)  
  
Date of Departure) Expected date of return )  
Date du depart ) \_\_\_\_\_ Date probable de retour ) \_\_\_\_\_
3. Authority for travel )  
Autorite qui a etabli l'ordre ) Chief of Naval Personnel
4. Authority (is)( is not) granted to possess and carry arms.  
Autorisation de port d'armes (accordee)( non accordee)
5. The person named in paragraph 1 is not authorized to carry sealed  
dispatches.  
La personne indiquee au paragraphe 1 est non accordee a porter  
plis scelles numerotes.
6. I hereby certify that this individual is a member of a Force as  
defined in the NATO Status of Forces Agreement, and that this is  
an authorized move under the terms of this agreement.

Je soussigne certifie que le personnel vise appartient a une armee  
telle que definie dans l'Accord OTAN sur le statut des Forces  
Armees et que ce deplacement est officiel selon les termes de cet  
Accord.

\_\_\_\_\_  
\_\_\_\_\_  
(Officer authorizing movement)  
(and date of issue)

(Officier autorisant le mouvement)  
(et date de l'autorisation)